THE

COOPERATIVE EXTENSION SERVICE

PERSONNEL INFORMATION SYSTEM

USERS MANUAL

REVISED AUGUST 2001

SECTION 1 - GENERAL INFORMATION:

The Cooperative Extension Service Personnel Information System data base contains information on current professional employees, both program and administrative. It does not include secretarial, nonprofessional (Program Aides and Assistants), or other support employees.

Information contained in the data base is utilized in the preparation of scheduled reports such as the Annual Salary Analyses report and for various other purposes such as providing data to Congress. Ad hoc reports are prepared as required and are often compiled at the request of CES organizations. Requests for ad hoc reports should be submitted to the Human Resources Division, Metropolitan Services Branch (HRD/MSB) at the address listed below. Suggestions for new and improved reports are also welcome and these will be considered for future incorporation as standard issuances where there is broad applicability.

Each CES organization is responsible for maintaining the accuracy of its own employee data. This requires CES unit submission of data to update, correct, or replace information items and to provide information for new employees. It is each CES unit's responsibility to ensure that data is submitted in the format required in this manual. A detailed printout of the complete information retained on each unit active employee is provided to the CES unit at least annually for verification and update purposes.

Electronic mail or floppy diskettes may be used to submit data. Preferred file type is ASCII DOS text and fixed record format. Data may also be submitted via database or spreadsheet software such as MS Access or Excel. Submission via word processing software is not acceptable.

Diskettes should be clearly marked with the CES organization, contact person, and telephone number. They should be mailed in well-padded mailing envelopes or, preferably, computer mailing boxes or packages.

The HRD/MSB personnel would like to establish and maintain contact with those individuals at each CES unit who have responsibility for CES unit data. We encourage anyone in such a position to contact us for assistance with questions or problems. All personnel system update data and questions should be e-mailed to sbarber@ars.usda.gov or mailed to the following address:

USDA-ARS/HRD
Metropolitan Services Branch
1400 Independence Avenue, S.W. Stop 0308
Washington, D.C. 20250-0308

SECTION 2 - DATA SUBMISSION PROCEDURES:

New Appointments (adding new information):

All data elements on records 1 and 2 must be entered. Data elements for records 1 and 2 are identified on pages 3 through 5 and Appendix IV for the one card format. Status of input code should be recorded as "A", but may be left blank.

Changes in Information Previously Recorded for an Employee:

All data elements on a new employee must be initially entered in the master file maintained by HRD/MSB. However, once the record is created and requires correction, it is not necessary to completely fill out records 1 and 2. All that is required to effect a change in an update is the state code, social security number, date of action, record number (1 or 2), and the changing or additional data elements to be corrected. A data element left blank on an update record has no effect on the corresponding item in the master record. Status of input should be recorded as "C" (change), but may be left blank.

If a change is required to correct the social security number, the entire record in the HRD/MSB master file must first be deleted and then completely re-entered with the correct information. See "Deletions" below.

Terminations:

When an individual leaves the employment of CES, his/her personnel data is not deleted from the HRD/MSB master file. Rather the "EMPLOYMENT STATUS" is changed to reflect an inactive employee.

To indicate a termination, prepare a record number 2 and include state code, social security number, date of action (the effective date of termination), and the appropriate employment status code. Status of input code should be recorded as "C" (change), but may be left blank.

Deletions:

The deletion action should be used only to correct an erroneous social security number. Do not use a deletion to remove an employee from the CES organization's roster when the employee has terminated employment. See "Terminations" above.

To delete a record, the state code, social security number (as they appear on the incorrect record) and a status of input code "D" (delete) needs to be included on the update record.

Update by Complete Data Set:

If this data submission method is selected, a complete data set, to include all active and inactive employees, is required.

SECTION 3 - DATA FORMAT

The format of records 1 and 2 update data is explained below. Several CES organizations expressed the desire to use a one record format versus the two record format. For those organizations who wish to use a single record format, a layout of how the data should be submitted is at Appendix IV.

RECORD 1

POSITION	DESCRIPTION
1-2	STATE
3	BLANK SPACE
4-12	SOCIAL SECURITY NUMBER
13	BLANK SPACE
14	STATUS OF INPUT
15	BLANK SPACE
16-17	DATE OF ACTION YEAR
18-19	DATE OF ACTION MONTH
20-21	DATE OF ACTION DAY
22	BLANK SPACE
23	RECORD NUMBER
24	BLANK SPACE
25-55	NAME
56-65	BLANK SPACE
66-68	COUNTY
69	BLANK SPACE
70	SEX
71	BLANK SPACE
72	GROUP CENSUS
73-78	SALARY

RECORD 2

POSITION	DESCRIPTION
1-2	STATE
3	BLANK SPACE
4-12	SOCIAL SECURITY NUMBER
13	BLANK SPACE
14	STATUS OF INPUT
15	BLANK SPACE
16-17	DATE OF ACTION YEAR
18-19	DATE OF ACTION MONTH
20-21	DATE OF ACTION DAY
22	BLANK SPACE
23	RECORD NUMBER
24	BLANK SPACE
25	HIGHEST COLLEGE DEGREE
26-38	BLANK SPACE
39	TYPE OF APPOINTMENT
40	BLANK SPACE
41-46	START DATE OF CONTINUOUS SERVICE IN THE STATE
47	BLANK SPACE
48-49	RETIREMENT PLAN SERVICE
50	BLANK SPACE
51-56	BIRTHDAY
57	BLANK SPACE

POSITION	DESCRIPTION
58	EMPLOYMENT STATUS
59	BLANK SPACE
60-62	EXTENSION JOB TITLE
63-70	BLANK SPACE
71-73	PERCENTAGE TIME ON EXTENSION
74	BLANK SPACE
75-77	PERCENTAGE OF FULL TIME

SECTION 4 -DATA ELEMENT DEFINITIONS:

Record 1

RECORD NUMBER	POSITION	DATA ELEMENT	EXPLANATION
1	1-2	State	See Appendix I for codes
1	4-12	Social Security Number	Enter employee social security number
1	14	Status Code of Input	Status A - Add - New records (Optional) C - Change to record (Optional) D - Delete record (Mandatory when submitting a deletion)
1	16-17 Yr 18-19 Mo 20-21 Day	Date of Action	Enter effective date of action in YYMMDD format Example: September 30, 2001 is 010930
1	23	Record Number	Code Record Number 1 First record 2 Second record
1	25-55	Name	Last name, first name, middle initial. Leave a blank between each. If full name does not fit, use initial for first name. In instance of a last name suffix, i.e., JR., II, etc., consider suffix as part of last name. Use all capital letters. Example: JOHNSON JR JOHN P or JOHNSON J P
1	66-68	County	Enter appropriate Federal Information Processing Standards (FIPS) county code** For CES staff with job titles beginning with 0 (State level positions) - enter county code 000.
** An identification code is assigned for each county unit within a State. The office location of field personnel determines the proper FIPS county code to select. In cases of a district or multi-county level personnel, the actual location of one's office determines the code to be used, even though their functional responsibilities exceed the geographical boundaries of that county. If an individual has more than one office from which the individual works, select the FIPS county to which the individual is officially assigned. FIPS county codes can be found in FIPS PUB 6-3, dated August 31, 1990 or at: www.oseda.missouri.edu/plue/geocorr/htmls/counties.html			
1	70	Sex	Code Sex 1 Female 2 Male

RECORD NUMBER	POSITION	DATA ELEMENT	EXPLANATION
1	72	Group Census	See Appendix II
1	73-78	Salary	Total annual basic pay rate which includes funds from all sources, i.e., Federal, State, local and other funds. Travel, bonuses, allowances and other reimbursable allowances are not included. Annual basic pay should also include salary paid from non-CES sources for those employees who do not devote full-time to Extension work. Example: CES: 50 Percent Full-Time 100 Percent Basic Pay: 25000 paid from CES sources 25000 paid from non-CES sources Annual basic pay to report: 50000 The salary amount will end in position 78, thus making the number right justified.

Record 2

RECORD NUMBER	POSITION	DATA ELEMENT	EXPLANATION
2	1-2	State	See Appendix I for codes
2	4-12	Social Security Number	Enter employee social security number
2	14	Status of Input	Status A - Add - New records (Optional) C - Change to record (Optional) D - Delete record (Mandatory when submitting a deletion)
2	16-17 Yr 18-19 Mo 20-21 Day	Date of Action	Enter effective date of action in YYMMDD format Example: September 30, 2001 is 010930
2	23	Record Number	Code Record Number 1 First record 2 Second record
2	25	Highest College Degree	Code Degree 1 Bachelor 2 Master 3 Doctorate 4 None
2	39	Type of Appointment	Code Type of Appointment 1 1862 Federal Cooperative (CSRS) 2 1862 State 4 1890 Federal Cooperative (CSRS) 5 1890 State 7 Tuskegee Federal Cooperative (CSRS) 8 Tuskegee State A 1862 Federal Cooperative (FERS) B 1862 Federal Cooperative (OFFSET) C 1890 Federal Cooperative (FERS) D 1890 Federal Cooperative (OFFSET) E Tuskegee Federal Cooperative (FERS) F Tuskegee Federal Cooperative (OFFSET)
2	41-46	Start Date of Continuous Service in the CES Unit	Enter the year, month and day (YYMMDD) when the current appointment occurred. This date represents the start date of current CES service in the state; it does not relate to the date of the last job change within the unit.

RECORD NUMBER	POSITION	DATA ELEMENT	EXPLANATION
2	48-49	Retirement Plan Service	Put the number of full years' service creditable toward retirement prior to the date of last appointment. Drop any time in excess of each full year. If individual is not under a retirement system or date of current appointment represents initial appointment (no prior creditable service applicable), enter 00. Years of prior service plus the amount of time since the date of last appointment represents the total creditable service toward the most advantageous retirement system.
2	52-56	Birth Date	Enter birth date of employee in YYMMDD format.
2	58	Employment Status	Code Status 1 Active 2 Leave without pay 3 Reemployed annuitant 4 Leave with pay 5 Disability retirement 6 Termination due to death 7 Termination due to retirement 8 Involuntary termination, i.e., removal 9 Voluntary termination, i.e., transfer, resignation
2	60-62	Extension Job Title	Enter appropriate code number from appendix III. If the list does not contain the specific title, select The code/definition which most closely resembles the job in question.
2	71-73	Percentage time on Extension	Enter the percentage of total hours (regardless of the actual number) spent on Extension Services' related activities. Examples: 1 One person worked 40 hours per week and another worked 20 hours per week, both of whom worked only Extension activities, would both be recorded as spending 100% time on Extension. 2 A person who worked 15 hours per week of a total 30 hour week on Extension activities would spend 050% Time on Extension.

RECORD NUMBER	POSITION	DATA ELEMENT	EXPLANATION
2	72-77	Percent of Full-Time	Enter the hours worked as a percentage of full-time employment. Example: 1. A person working full-time (40 hours per week) would be classified 100%. 2. A person working half-time (20 hours per week) would be classified as 050%. 3. A person working 12 of 40 total hours per week would be classified as 030%. (Divide 12 by 40, i.e., 12/40 = .30).

APPENDIX I

STATE CODES

STATE CODES

STATE	ABBREV	CODE	STATE	ABBREV	CODE
ALABAMA	AL	01	NEBRASKA	NE	31
ALASKA	AK	02	NEVADA	NV	32
AM SAMOA	AS	60	NEW HAMPSHIRE	NH	33
ARIZONA	AZ	04	NEW JERSEY	NJ	34
ARKANSAS	AR	05	N. MARIANAS		69
CALIFORNIA	CA	06	NEW MEXICO	NM	35
COLORADO	CO	08	NEW YORK	NY	36
CONNECTICUT	CT	09	NORTH CAROLINA	NC	37
DELAWARE	DE	10	NORTH DAKOTA	ND	38
DISTRICT OF			OHIO	OH	39
COLUMBIA	DC	11	OKLAHOMA	OK	40
FLORIDA	FL	12	OREGON	OR	41
GEORGIA	GA	13	PENNSYLVANIA	PA	42
GUAM	GU	58	PUERTO RICO	PR	59
HAWAII	HI	15	RHODE ISLAND	RI	44
IDAHO	ID	16	SOUTH CAROLINA	SC	45
ILLINOIS	IL	17	SOUTH DAKOTA	SD	46
INDIANA	IN	18	TENNESSEE	TN	47
IOWA	IA	19	TEXAS	TX	48
KANSAS	KS	20	UTAH	UT	49
KENTUCKY	KY	21	VERMONT	VT	50
LOUISIANA	LA	22	VIRGIN ISLANDS	VI	78
MAINE	ME	23	VIRGINIA	VA	51
MARYLAND	MD	24	WASHINGTON	WA	53
MASSACHUSETTS	MA	25	WEST VIRGINIA	WV	54
MICRONESIA	TT	75	WISCONSIN	WI	55
MICHIGAN	MI	26	WYOMING	WY	56
MINNESOTA	MN	27			
MISSISSIPPI	MS	28			
MISSOURI	MO	29			
MONTANA	MT	30			

APPENDIX II

GROUP CENSUS

GROUP CENSUS

The following should be used when completing racial codes:

CODE	DEFINITION
1	Black, not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.
2	Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
3	American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
4	Asian or Pacific Islander- - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, or Samoa.
5	White, not of Hispanic Origin - A person having origins in any of the original people of Europe, North Africa, or the Middle East.

APPENDIX III

JOB TITLE CODES

JOB TITLE CODES

The Extension job titles listed on the following pages have been aggregated in such a manner so as to provide each comparisons among CES organizations for similar positions. Many of the job titles that exist in the States will not "match" the titles listed here. We are not asking the CES organizations to change their job titles in any form. We only ask that for this information process you use the titles and codes listed herein. When trying to pair a person's job with one of the job titles first determine at what level the position is, i.e., county, multi-county, district, or state. Then find the job description which most closely resembles the duties and the reporting lines of the position.

Definitions:

1.   State - That area within a State boundary

2.   District - That area of a State designated as an administrative unit, consisting of several counties whose Multi-County Director or County Director reports through the District Director on administrative matters and in some states on program matters too.

3.   Multi-County - Those counties of a district considered as one administrative unit. The Multi-County Director administratively directs the staff for more than one county. The staffs have program responsibilities in each of the involved counties.

4.   County - That county of a district considered an administrative unit. The county director administratively reports through the District Director. The staff is involved in program only within the county boundary.

JOB TITLE DEFINITIONS

STATE LEVEL

CODE   TITLE

000   State Director - The person with Secretary of Agriculture appointment as Director or Administrator of Extension.

010   Associate Director - That/those person(s) who assists in overall administrative responsibilities for the CES organization. He/she may share responsibility with the Director/Administrator. He/she serves when the Director services as Dean and Director or Vice President and Director. He/she serves in the absence of the Director.

020   Assistant Director/Administrator - That/those person(s) who has administrative or overall management responsibilities for the State.

030   University Department Head - That/those person(s) who provides academic leadership or control of subject-matter for the State staffs, such as Head of Agricultural Economics who directs a segment of the agriculture program and the staff involved.

031   University Department Leader - Provides Extension statewide program leadership in a discipline program.

040   State Program Leader - That/those person(s) who is/are leader(s) or supervisor(s) of a State Program. He/she is responsible for directing and supervising the assigned program within the State. This includes Extension department heads or section leaders and assistant State program leaders who have responsibility for the program.

050   State Specialist - That/those person(s) who is/are responsible for a segment of a total program within a State. He/she normally has specific responsibilities in agronomy, computer specialist, 4-H, dairy, nutrition, clothing, or other segments of programs or subject-matter.

051   Associate Specialist - that/those person(s) who provides support to the State Specialist working on a special project or grant. He or she reports to the State Specialist.

070   Communication and Information Services - Provides Extension Statewide program leadership. An individual who is trained/educated in a communications field and performs duties which require specific knowledge and skills in the use and manipulation of various information media such as radio, TV, and print to facilitate and/or enhance the dissemination and effective use of knowledge and technology.

080   <u>Administrative Support Services</u> - That/those person(s) who has/have responsibility assigned as such:

        081 - Administrative Assistant
        082 - Personnel
        083 - Finance and Retirement Officer
        084 - Budget Officer
        085- Executive Officer
        086 - Assistant to Director for one or more of the above.

090   <u>Staff Development </u>- That/those person(s) who is/are responsible for the staff development and training function; includes the studies officer, training officer, research training and studies officer.

DISTRICT LEVEL

100   <u>District Director </u>- That/those person(s) who is/are responsible for the total program and/or administrative functions within an assigned area of the State. He/she reports to the Director of Cooperative Extension in the State.

140   <u>District Program Leader </u>- That/those person(s) who has/have responsibility for an Extension program in an assigned district of a State. (Programs such as Agriculture, Family Consumer Science, 4-H Youth, etc.) He/she reports to the District Director.

150   <u>District/Area Specialist </u>- That/those person(s) who is/are responsible for a highly specialized segment of a subject matter for a district of the State.

MULTI-COUNTY LEVEL

200   <u>Multi-County Director </u>- That/those person(s) who is/are responsible for the total program in two or more counties. He/she provides leadership in the planing, organizing, implementing and controlling the total multi-county program. He/she administers management operations functions such as space, support personnel, and fund negotiation with county government. He/she may also be responsible for a program or a segment of a program.

240   <u>Multi-County Program Leader </u>- That/those person(s) who is/are responsible for specific programs in two or more counties within a district. He/she provides leadership in the planning, organizing, implementing, and controlling of a program in the multi-county area, and supervises other agents within the program. He/she reports to the Multi-County Director.

270   <u>Multi-County Agent </u>- That/those person(s) who is/are responsible for a highly specialized segment of subject matter for two or three counties. He/she provides leadership in the planning, organizing, implementing, and controlling a segment of that program. He/she reports to the Multi-County Program Leader or Director.

APPENDIX III (Continued)

COUNTY LEVEL

300   County Director - That/those person(s) who is/are responsible for the total Extension program in one county. He/she provides leadership in the planning, organizing, implementing, and controlling the total county program. He/she administers management operation functions such as space, support personnel, and fund negotiation with county government. He/she may also be responsible for a program or segment of a program.

330   County Coordinator/Leader - That/those person who is responsible for coordinating a county Extension program. He/she provides leadership in the planning, organizing and implementation of the county program. He/she administers management operations functions such as space, support personnel and fund negotiations with county government. He/she may also be responsible for a specific program areas/issues.

340   County Program Leader - A person who works in a single county and provides leadership in one or more program areas/issues. He/she exercises skill in need assessment planning, employment, and accountable for specific Extension educational programs/issues and may supervise other agents. He/she reports to the county director or county coordinator/leader.

370   County Extension Agent - The person(s) who is/are responsible for a segment of a program and issue in one county. He/she provides leadership in planning, organizing, implementing, and is accountable for a segment of a program or issue. He/she reports to the county director/county coordinator/leader.

APPENDIX IV

SINGLE RECORD DATA FORMAT

This format can be used in lieu of the two line format as identified on page 5 of this users manual. Please keep the data within the positions as identified above. Data elements are defined on pages 7 through 11 of this manual.

SINGLE RECORD FORMAT

POSITION	DESCRIPTION
1-2	STATE
3	BLANK SPACE
4-12	SOCIAL SECURITY NUMBER
13	BLANK SPACE
14	STATUS OF INPUT
15	BLANK SPACE
16-17	DATE OF ACTION YEAR
18-19	DATE OF ACTION MONTH
20-21	DATE OF ACTION DAY
22	BLANK SPACE
23-53	NAME
54	BLANK SPACE
55-57	COUNTY
58	BLANK SPACE
59	SEX
60	BLANK SPACE
61	GROUP CENSUS
62	BLANK SPACE
63-68	SALARY

APPENDIX IV (Continued)

POSITION	DESCRIPTION
69	BLANK SPACE
70	HIGHEST COLLEGE DEGREE
71	BLANK SPACE
72	TYPE OF APPOINTMENT
73	BLANK SPACE
74-79	START DATE OF CONTINUOUS SERVICE IN THE STATE
80	BLANK SPACE
81-82	RETIREMENT PLAN SERVICE
83	BLANK SPACE
84-89	BIRTHDAY
90	BLANK SPACE
91	EMPLOYMENT STATUS
92	BLANK SPACE
93-95	EXTENSION JOB TITLE
96	BLANK SPACE
97-99	PERCENTAGE TIME ON EXTENSION
100	BLANK SPACE
101-103	PERCENTAGE OF FULL TIME